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NIPOMO COMMUNITY SERVICES DISTRICT
AGENDA

JULY 7 1999 7:00 P.M.
BOARD ROOM 148 S. WILSON STREET NIPOMO, CA

BOARD MEMBERS

ROBERT BLAIR, **PRESIDENT**
GENE KAYE, **VICE PRESIDENT**
AL SIMON, **DIRECTOR**
RICHARD MOBRAATEN, **DIRECTOR**
ALEX MENDOZA, **DIRECTOR**

STAFF

DOUGLAS JONES, **GENERAL MANAGER**
DONNA JOHNSON, **SECRETARY TO THE BOARD**
JON SEITZ, **GENERAL COUNSEL**

NOTE: All comments concerning any item on the agenda are to be directed to the Board Chairperson.

CALL TO ORDER AND FLAG SALUTE

1. ROLL CALL

PUBLIC COMMENTS PERIOD

2. PUBLIC COMMENTS

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

BOARD ADMINISTRATION (The following may be discussed and action may be taken by the Board.)

3. **SUMMIT STATION AREA INSTANCE OF LOW PRESSURE**
Review causes of low water pressure
4. **RETRO-FIT AGREEMENT APPROVAL**
Review and approve a plumbing Retro-Fit Agreement for development
5. **REQUEST FOR SERVICE - TRACT NO. 2347**
Request for water and sewer service for a 13 lot development between Tefft and Cyclone Sts.
6. **CONSENT AGENDA** *The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item be removed. If discussion is desired, the item will be removed from the consent agenda and will be considered separately. Questions or clarification may be made by the Board members without removal from the Consent Agenda. The recommendations for each item are noted in parenthesis.*
 - a) **BOARD MEETING MINUTES (APPROVE)**
Approval of minutes of the June 16, 1999 Regular Board meeting.

FINANCIAL REPORT

7. APPROVAL OF WARRANTS

OTHER BUSINESS

8. **MANAGER'S REPORT**
 1. SLO-CSDA Chapter Meeting
 2. CSDA - Board of Directors Election
 3. SDRMA - Board Elections
9. **DIRECTORS COMMENTS**

CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL (a) and (b) GC§54956.8
- a. NCSD vs. Shell Oil, et. al. Case No. CV 077387
 - b. SMVWCD vs NCSD Case No. CV 770214
 - c. Real Property Neg, Dist. Rep. Gen. Mgr., Prop rep. Dana Estates, acquisition of tank site easement at Dana-Foothill & Tefft
 - d. Koch California LTD. vs. NCSD Case No. CV 990266
 - e. Public Employee Performance Evaluation - General Manager GC§ 54957

ADJOURN

JUL 07 1999

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JULY 7, 1999

SUMMIT STATION AREA
WATER PRESSURE

ITEM

Director Gene Kaye has requested that this item be placed on the agenda to review recent events of low pressure in the Summit Station area.

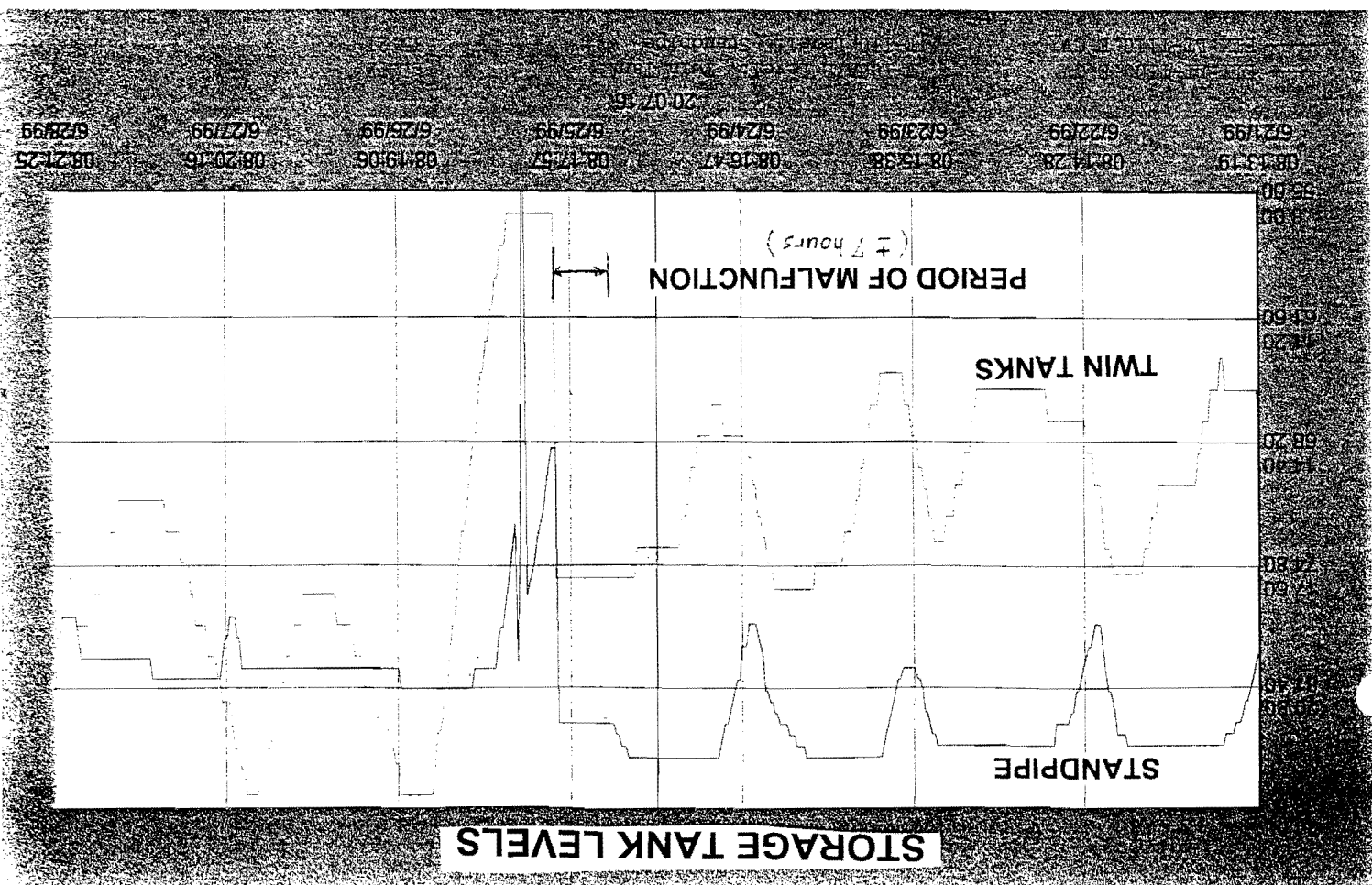
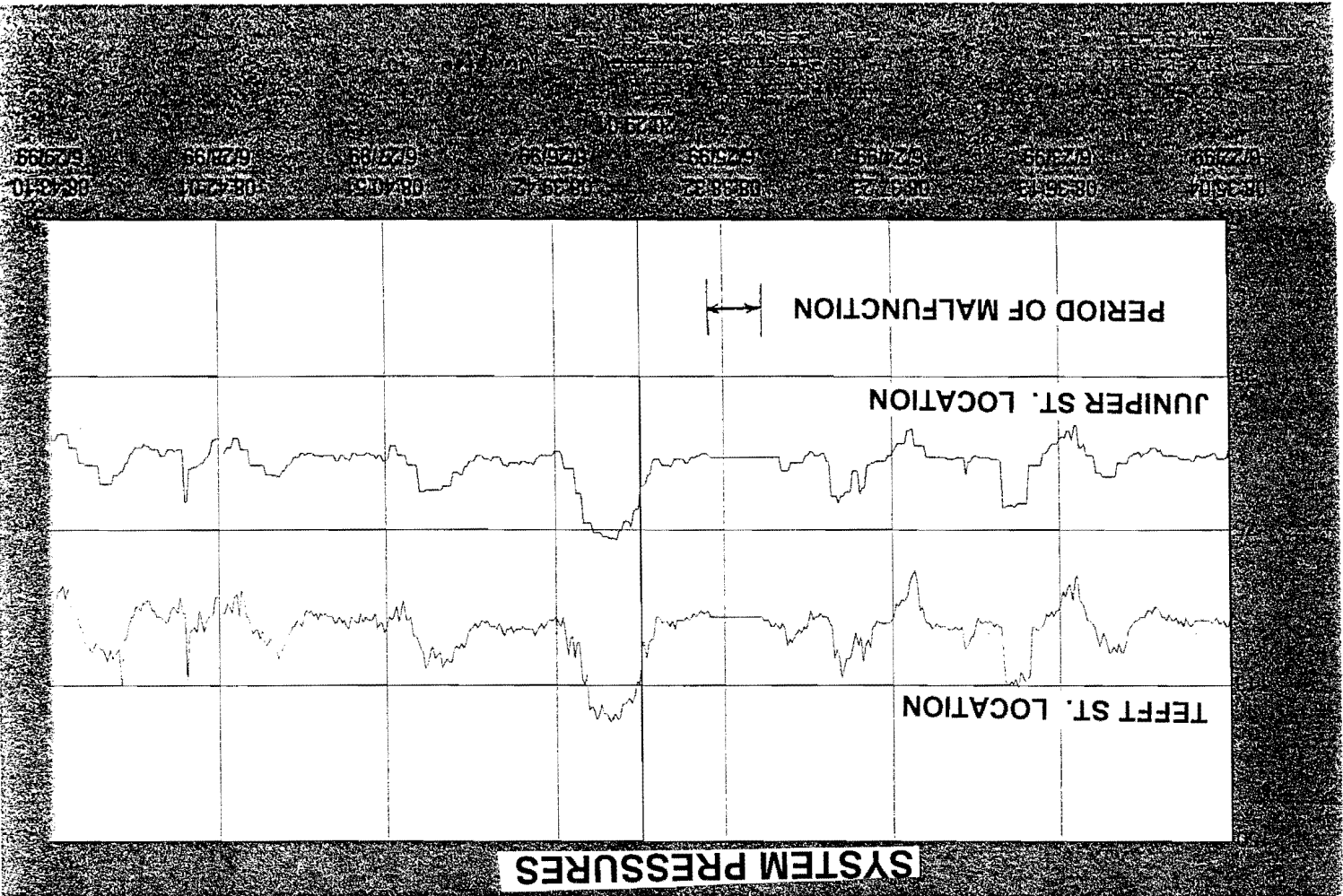
BACKGROUND

As previously brought to the Board's attention, the District's distribution system (primarily in the Summit Station area) has been experiencing fluctuation of pressure during the week of June 7.

It was determined that a contractor was pulling water from a fire hydrant near the intersection of Pomeroy and Lynn Rd. causing the pressure fluctuations. When the contractor requested a fire hydrant meter for a County road project, he was instructed to open and close the fire hydrant slowly (as all contractors are instructed). In this situation, the contractor connected the fire hydrant to an over spout to fill water trucks. The over-spout had a quarter turn operating valve, so when the water truck drove underneath the spout to fill up, the operator turned one quarter and had the water flowing full force. When the tank filled up, a quarter turn and the valve was off. In a matter of seconds, the valve was opened and in the same time frame closed, therefore, causing surges of pressure to occur. The fire hydrant service for the contractor was immediately discontinued, resolving the problem.

- On June 25, approx. 2 weeks later, Friday morning (about 3:00 a.m.), a malfunction in the SCADA system occurred. The tank level reading stayed the same on the computer screen when the actual levels were dropping. As the tank levels drop, the well-pumps are turned on which replenishes the District's water system. Due to the static reading, the wells did not come on, therefore the storage tanks volumes were reduced. At approx. 9:30 a.m., the District received calls from the Summit Station high area that they were experiencing low pressure. Upon investigation, it was found that the standpipe had approx. 51 feet of water. The well pumps were turned on and pressure was restored later that afternoon. A technician was contacted to review the system and he indicated that the standpipe transducer was working properly. For some unknown reason, the computer locked up in the early hours of Friday morning and began working again later on that day. It is unknown why the computer malfunctioned. (Enclosed computer printouts of tank levels and pressure.)
- On June 30, 1999 at approx. 5:15 a.m., a vehicle accident occurred near the intersection of Pomeroy Rd. and Olympic Way. A car hit a horse on the roadway, then knocked over a District fire hydrant and hit on a power pole. During this period of time, the District lost substantial pressure in the system before the fire hydrant was shut down for repairs.

Attached for background review is the June 3, 1998, Board agenda item discussing the pressure solution for the Summit Station area and a letter dated Feb. 12, 1998, from Mr. Jim Garing reviewing the Summit Station area water system.





*Civil Engineering
Surveying
Project Development*

February 12, 1998

Mr. Doug Jones, General Manager
Nipomo Community Services District
P.O. Box 326
Nipomo, CA 93444

Dear Doug,

SUBJECT: Water Pressure/Availability at Summit Station, Vicinity Futura Lane

As requested by the Board, we have conducted an investigation into water supply conditions at the higher areas of Summit Station, including the Futura Lane area as well as Dale and Poppy Lane.

BACKGROUND

A 2 acre water tank site, about 700 feet east of Hetrick Road was acquired in 1989 by the then General Manager and Chief Engineer of the District, Robert A. Paul. This tank site was approximately ½ mile north of the then existing District boundary. A review of this water tank site indicates that it is among the higher elevations available, yet relatively close to the District boundary at the time. Slightly higher elevations are available approximately 1 mile northerly of this tank site and considerably higher elevations are available approximately 2 miles north easterly of this tank site.

In 1991, the new General Manager, Ryder Ray investigated the new tank site to determine what type of tank facility would be appropriate. Three alternatives were evaluated, including the present standpipe configuration, a ground level tank with boost station and separate transmission main from the well field, and an elevated reservoir. The elevated reservoir was discarded because of very high costs (\$2,000,000.00+/-). Later, at a Board Study Session, staff presented the ground level tank with boost station option and the standpipe option. At this study session, the Board agreed with staff that the standpipe option was the better of the two, primarily because the ground level reservoir with boost station would be considerably more expensive, require an expensive transmission main and would be very maintenance intensive. In addition, the standpipe option was considered to be more energy efficient. The standpipe option fit well into the general premise that municipal reservoirs serving the same pressure zone should have the same overflow elevation, so that reservoirs could equalize in

Mr. Doug Jones
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level when the system is at rest. This was found to be achievable at the Hetrick Road site by building a tank approximately 90 feet in height. At a later hearing, the Board concluded that there would be no significant environmental effect from the new, tall tank, after flying a weather balloon at about the same elevation as the top of the future tank and observing the site from a number of locations.

At the time that the Hetrick Road standpipe was sited, and the study session was conducted with the Board, exhibits which staff prepared indicated that there would be areas of lower (but acceptable) pressure from the adopted alternate. At this time, these zones of lower pressure (lower than 40 pounds per square inch but greater than 20 pounds per square inch) were well to the north of the then current District boundary.

The new Hetrick Road standpipe was designed to serve the District, but also made the future Summit Station Assessment District financially feasible.

As the drought of 1985/1992 progressed, groundwater supplies on the Mesa in the vicinity of Summit Station Road were diminished. Ryder Ray began working with a group of individuals in this area who were interested in annexing to the District and obtaining a firm water supply.

By the time annexation and an assessment district had been formed, a large number of changes had been made to the proposed area of annexation. Many property owners had opted out of the district for many reasons including the anticipated costs. During the hearing process, many of the residents complained of the high cost. In response to these concerns and under the direction of the Board and a new General Manager, Doug Jones, negotiations were entered into with CDF to see if fireflow requirements in this area of the County could be reduced. The then current fireflow requirement of 1,000 gallons per minute (1,500 gallons per minute in commercial areas) caused the proposed water mains in the assessment district area to be relatively large. In addition, in order to provide the required fireflow, several large water mains were required to provide for system looping.

The CDF/SLO County Fire Department informed the Nipomo Community Services District by letter of March 24, 1994, from Ben Stewart, Battalion Chief that "The new fireflow will be 500 gallons per minute in areas zoned for 2½ acres or more served by a community water system. This reduction will help reduce the costs to the residents in the Summit Station area should the system be installed. Hopefully this will enable you to bring the residences of this area the much needed water they need and still provide water for fire protection."

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Upon receipt of the March 24th letter from Ben Stewart, the Summit Station Assessment District water system was redesigned to the new lower standard in order to reduce costs. Costs were reduced from about \$20,000.00 per parcel to about \$14,000.00 per parcel. Several months later the assessment district was approved by the affected residents and not long thereafter construction of the system was complete.

RELEVANT COMPLAINTS

According to available District records, the property owner at 234 Summit Station Road (Holder) complained about low water pressure on October 24, 1994 and October 31, 1994. On November 17, 1994, Lee Douglas from the District and Ken Jenkins from GTA met with Mr. Holder to see what could be determined. On that day, pressure at the house was found to be 24 psi and pressure at the meter was found to be 44 psi. It was also found that when a hose bib at the Holder residence was opened, the pressure at the residence dropped from 24 pounds to 18 pounds. During the prior week (November 10th to 17th) a pressure recorder had been installed at the water service for 271 Summit Station Road. During the previous week, this pressure recorder indicated a constant pressure of approximately 45 pounds. On the day that the testing was done on the Holder service (November 17, 1994) a fire hydrant was opened down the street from the Holder service and when this hydrant was opened, it lowered the pressure at the Holder service from 44 psi down to 38 psi with the fire hydrant opened all the way. On December 22, 1994, another complaint was received from Holder at 234 Summit Station Road. The complaint indicated no water at all. The explanation at that time was that the standpipe was filling without the inlet valve being throttled, resulting in low pressure.

On August 16, 1996, a fire hydrant at 1600 Pomeroy Road was knocked over by a catering truck. Coincidentally, the backflow prevention device at the Holder's water service malfunctioned causing a large release of water over a 24 hour period. The Holders requested and received an adjustment to their water bill accordingly. On October 3, 1996, a complaint was received from 234 Summit Station Road (Holder). District personnel response indicated that the meter was running (water was running) and no obvious reason could be found for the complaint. On September 3, 1997, another complaint was received from 234 Summit Station Road (Holder) regarding lack of water. No explanation could be found upon investigation, however, it was suspected that someone stole water from a hydrant with a water truck. On October 14, 1997, a complaint was received from 234 Summit Station Road (Holder) indicating "no water today, second time this month". District notes indicate that both times wells were

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running and the standpipe was essentially full. No explanation could be found for the complaint. On October 23, 1997, a complaint of no water at Summit Station was received from both Holder and Kaye. District notes indicate a valve was turned off during repair.

As of November 5, 1997, the Board indicated to staff that pressures should be monitored in the Summit Station area in order to come to some resolution as to the cause of these various complaints. During the months of November, December, January and early February of 1998, a large number of tests and recordings were performed in order to evaluate the system performance.

TEST RESULTS

1. FIREFLOW (CDF TESTS) -
July 19, 1996, hydrant at Futura Lane - 874 gallons per minute/22 psi residual, hydrant at Futura Lane and Summit Station Road - 874 gallons per minute/22 psi residual

December 11, 1997, hydrant at Futura Lane - 874 gallons per minute/22 psi residual.

Design minimum flow for these hydrants is 500 gallons per minute at 20 psi residual.
2. INDIVIDUAL PRESSURE READINGS - On January 14 and 15, 1998, Lee Douglas measured pressure in the Summit Station area at 63 separate locations. The two lowest readings were both 38 pounds per square inch, one at Summit Station Road and Futura Lane and the other at the cul-de-sac on Futura Lane.
3. PRESSURE RECORDING DATA - To date approximately 7 weeks of recorded pressure data is available in the Summit Station area. In the area of concern (Futura Lane, Summit Station Road at Futura Lane) other than during times when a well or wells are running, the pressure has remained essentially constant at approximately 38 pounds per square inch. During times when a well or wells are running, pressure rises, sometimes as much as 30 to 40 pounds per square inch. The District has ordered two new pressure recorders and will continue gathering data.
4. FLOW TEST AT SWANSON METER - During the fireflow tests conducted by CDF on December 11, 1997, pressure and flow was also observed at the Swanson meter at the cul-de-sac on Futura Lane. During the fireflow test, the water service to the

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Swanson property was delivering 21 gallons per minute, with a residual pressure on the customer side of the meter of 26 pounds per square inch.

5. PRESSURE DURING POWER OUTAGE - During the power outage which occurred between late Monday the 2nd of February through early Wednesday the 4th of February, (24 hours+), the pressure at Futura Lane remained essentially constant at 38 pounds per square inch.

BOYLE REPORT

Boyle Engineering Corporation prepared a Water and Sewer System Master Plan Final Report dated November 6, 1995. Adopted by the Board of Directors well after completion of the Summit Station Assessment District, this report indicates that an additional 540 gallons per minute rate of supply is recommended to reliably meet summer time demands. In addition, an additional 1,000,000 gallons of storage is needed to reliably meet the needs of existing customers. The report notes that the central business district and outlying residential areas are separated by Highway 101 and Nipomo Creek. As of 1995 there was only a single 10 inch diameter water line connecting the two areas. Two additional connections were recommended to improve reliability and distribution. Other distribution system improvements were recommended in the 1995 report to meet fireflow requirements throughout the service area, particularly a new 12 inch diameter line from the Twin Tanks area at Foothill Road to the main distribution system.

As of February, 1998, an Environmental Determination has been made and a site located for a new well in an attempt to satisfy the need for additional production capacity. Plans have been completed for one of the crossings of the Nipomo Creek. Other improvements are being considered for inclusion in future budgets.

The 1995 Boyle Report also addressed a separate hydraulic assessment of the Summit Station area. The report notes that the District could operate the Summit Station area as a separate hydraulic grade zone and provide a booster station with hydroneumatic tank to serve the residences. A number of advantages and disadvantages to a boosted pressure system in the Summit Station area are discussed in the Boyle Report with the conclusion that, as of 1995, such a system was not warranted.

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LOW PRESSURE EPISODES

The ongoing testing program has not encountered and/or observed a low pressure episode in the Summit Station area. Regardless, it is clear that such episodes, recorded and unrecorded, have occurred in the past. As of February, 1998, it is thought that the primary mechanism producing a low pressure episode is related to equipment failure and/or accidents. Examples of equipment failures include malfunction of the altitude valve at the Summit Station standpipe producing a lower than normal pressure, failure of the tank transducer (failing to tell the various wells to come on), and well failure and/or lack of sufficient wells to meet peak demands. Examples of accidents which could cause low pressure episodes include the occasion when a catering truck knocked over a fire hydrant and one occasion when District crews shut off a valve to the standpipe to make repairs.

It is also thought that periods of very high system demand may cause low pressure episodes in the higher areas of Summit Station. To date the testing program in progress has not detected a low pressure episode caused by high demand. It is clear, however, that when overall system demand is so high that all the District wells operating in parallel can not keep up with demand, the highest area served by the District will suffer first. This is the Summit Station/Futura Lane area. One can approach this problem by either attempting to boost pressure in this small area of the Town Division, or to solve the more generalized water supply problem for the entire Town Division. In order to solve this more generalized water supply problem, at least the improvements recommended in the 1995 Boyle Report need to be implemented.

It is difficult, if not impossible to simulate summer time peak demand periods for the entire Town Division. If it were possible to accurately simulate this condition, it would tell us what we already know, that some improvements are needed. These improvements have been detailed previously in the 1995 Boyle Report.

DISTRICT RESPONSIBILITY

According to Title 22 of the California Health and Safety Code, distribution systems shall be designed to maintain an operating pressure at all service connections of not less than 20 pounds per square inch under user maximum hour demand, or user average day demand plus design fireflow. All testing to date indicates that the District meets this standard in the Summit Station area. The 1995 Boyle Report, in it's analysis of the District's system, considered that

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a minimum pressure of 40 pounds per square inch should be maintained during average day demand and 30 pounds per square inch pressure should be maintained during peak hour demand conditions. In addition, during fireflow conditions, the system should be sized to accommodate a minimum residual pressure of 20 psi. The District's system meets the requirements set forth in the Boyle Report for peak hour demand and fireflow conditions, however during average day demand, the minimum pressure of 40 pounds per square inch is not met at Futura Lane and Summit Station. The pressure at Futura Lane is approximately 38 pounds per square inch during average day demand periods. Note that the Boyle report criteria were established after formation of the Summit Station Assessment District and construction of the Summit Station Assessment District system.

The District is to supply water flow and pressure so far as the downstream side of the water meter serving the customer. According to Ordinance 78-27, "Where the conditions of service are such that a pressure regulator or other special facilities are required, the customer shall provide and install the necessary equipment." "Pressure regulators, backflow prevention devices and other special facilities beyond the meter are owned by the customer, and their proper operation and maintenance are the responsibility of the customer." This means that the operation and maintenance responsibilities of the District ends at the downstream end of the meter serving the customer. In the event that the customer desires to modify the pressure or flow rate received at the downstream end of the meter (presuming that this flow and pressure condition meets or exceeds Title 22 of the Health and Safety Code), then it is the customer's responsibility to provide and maintain the necessary facilities.

CUSTOMER RESPONSIBILITIES

As described above the customer is responsible for those facilities beyond the District's meter which are desired to improve pressure or flow beyond that required by Title 22 of the Health and Safety Code. This includes the requirement to provide and install pressure reducing equipment or pressure increasing equipment. In order to protect the public water supply, many customers in the Summit Station area have installed backflow prevention devices as required by the County Health Department in order to retain the use of their onsite wells. This is a customer driven decision, however, note that the presence of an onsite backflow prevention device (owned, maintained and operated by the customer) causes a 7 to 15 pound per square inch drop in water pressure experienced by the customer. This is a trade off which must be endured by those customers who insist upon maintaining an active well to serve their property in addition to service for their property by the District's water system. If a customer wishes

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to keep their individual well in service, and cannot endure the pressure drop caused by the backflow pressure device, it is the customers responsibility to provide a pressure increasing device.

Some customers may require more water than the standard 1 inch service/meter combination can reasonably provide. An example may be the Swanson water service on Futura Lane. During testing of the 11th of December 1997, it was demonstrated that the Swanson service was receiving 21 gallons per minute with a residual pressure on the downstream side of the meter of 26 pounds per square inch. After passing through the backflow prevention device, pressure would have dropped another 7 to 15 pounds per square inch, leaving only 19 to 11 pounds per square inch on the customer side of the backflow prevention device. After traveling through several hundred feet of onsite water line, pressure would likely drop further. At the time of this test, Mr. Swanson indicated that he felt he was not receiving enough water. If that is true, then in addition to the customer responsibility of increasing pressure/flow with a pressure increasing device, the customer might consider applying for and paying for a larger service and meter. In the case of a customer who insists upon maintaining an active well on their property, the backflow prevention device is still required and there is essentially no way to avoid the pressure drop caused by the backflow prevention device (7 to 15 pounds per square inch).

RECOMMENDATIONS

Following are staff recommendations in order of preference in order to mitigate low pressure episodes in the Summit Station/Town Division:

1. Continue pressure monitoring program through summer peak demand periods to gain additional understanding of system performance.
2. Commensurate with budgetary and environmental constraints, implement those recommendations contained within the 1995 Boyle Report regarding water system improvements as rapidly as possible.
3. Unless or until it is demonstrated that low pressure excursions or episodes in the Summit Station area are a result of other than infrequent mechanical/electrical failures, accidents or infrequent human error, encourage customers adversely affected (even though flow/pressure provision by the District meets Title 22) to install and maintain their own pressure modifying devices.

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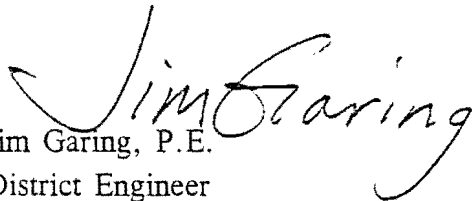
The above responsibilities are based upon currently adopted standards for pressure and flow as well as prudent engineering and economic criteria. The District Board of Directors has the ability to set new higher standards and give staff direction to achieve such standards.

In the event that the Board wishes to participate in achieving a higher standard for water flow and pressure at customer service connections, a study should be conducted to verify the most economical methods of achieving the goals of the Board.

Absent such a study, individual pressure pumps appear to be the most economical method available to achieve such goals.

Very truly yours,

GARING, TAYLOR & ASSOCIATES, INC.


Jim Garing, P.E.
District Engineer

pc: Jon Seitz

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JUN 03 1998

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JUNE 3, 1998

HIGH ELEVATION AREAS
WATER PRESSURE
SUMMIT STATION

Staff and the Board have reviewed the high elevation areas within the District, which are primarily in the Summit Station and the Dale Ave. The District's Master Plan for water service establishes an operation pressure range between 30 and 40 psi with a goal of maintaining approx. 40 psi during normal operations. The State Department of Health Services - Title 22 establishes minimum designed pressure of 20 psi at the service. The standpipe water storage facility near Summit Station has a top elevation of approx. 548 feet. The District normally operates the standpipe within 10 to 15 feet of this elevation. This would maintain a design pressure in the Summit Station area above 30 psi.

The District has received a number of complaints regarding low pressure in the Summit Station is. These complaints have been discussed at numerous public meetings. Strategies to address the low-pressure complaints have been discussed. (These are referenced in the past Board meeting minutes, staff reports and the District engineer's report.)

On May 12, 1998 the District held a special Study Session on this issue. The reports and studies to date indicate that the District is continuously meeting the Title 22 requirements in the Summit Station area. The District has installed pressure-recording devices in the Summit Station area and will maintain them during the high demand summer period for the evaluation of the system.

District staff has developed a number of strategies to address the low-pressure concerns of the Summit Station residents, which are summarized as follows:

1. **Do nothing at this time.**

The District reports indicate that the District is meeting Title 22 requirements. The District will maintain the pressure recording monitoring, which allows the District to evaluate the Boyle Report proposed improvements when installed.

2. **Establish an independent pressure zone for the Summit Station area.** Staff estimates the cost of this type of pressure zone would be approx. \$150,000 to \$200,000 and would not be operational until after the high-demand summer season is over. The Boyle Report found that the installation of this type of booster system in the Summit Station area was not warranted. This scenario is further complicated by the financing of the improvements through a possible assessment district and Proposition 218 compliance.

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 FROM: DOUG JONES
 DATE: JUNE 3, 1998
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3. Installation of individual pressure pump

Property owners could install a pressure booster pump on the property owner's side of a backflow device. Depending on the model of the booster pump and installation, it is estimated that the cost would be approx. \$1,000 to \$1,500. The property owner would be responsible for the operation and maintenance of the pressure device.

Staff would recommend scenario number three (3) for the following reasons:

- A. Installation would address the concerns of low pressure prior to the summer demand
- B. The District Board may consider a policy of contributing to the installation of the pressure pump with the following guidelines.

1. Residents must be connected to District water system.
2. Only parcels with existing residences with a ground elevation above 440 feet would qualify for the rebate.
3. The District will rebate \$500 (the est. cost of the most expensive booster pump specified by District staff) for the purchase of a booster pump upon receipt of proof of installation.
4. This rebate policy shall expire 4:30 p.m. November 1, 1999.
5. Property owners will be responsible for installation, operation, maintenance and replacement of booster pump.

The District's partial contribution can be justified because of the potential increase in the operation range of the standpipe if the owners take advantage of this program.

An inventory of parcels above the elevation of 440 feet are shown in the table below:

	NUMBER OF PARCELS	VACANT PARCELS	NO WATER SERVICES	WITH WATER SERVICES
ABOVE ELEVATION 460'	16	5	3	8
ABOVE ELEVATION 440'	26	1	14	11
TOTAL	42	6	17	19

After review of this information, the Board may ask questions, take public comments and have further discussion.

Attached is a Draft Resolution for the Board's consideration.

JUL 07 1999

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JULY 7, 1999

RETROFIT AGREEMENT

ITEM

Approval of the Retrofit Agreement for developers wishing to proceed in this manner.

BACKGROUND

The District has established a policy that any annexation to the District or Outside User Agreements will have to supply their own water for their development. One way of doing this is retrofitting existing fixture units to create sufficient water saving for their new development. To formalize this procedure, staff has prepared a Retrofit Agreement, so as developments come in, they may proceed in an orderly manner.

RECOMMENDATION

Staff recommends that the attached resolution and agreement be approved by your Honorable Board.

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RESOLUTION NO. 99-702

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
ESTABLISHING RETROFIT GUIDELINES

WHEREAS, Section IV(C) of the Nipomo Community Services District ("District") Annexation Policy requires an annexation applicant/developer ("Applicant") to provide the District with an approved water supply to serve the proposed annexed territory; and

WHEREAS, Section 3.16.010(B) of the District Code pertaining to outside user agreements for water service provides that applicants for District service must provide the District with a water resource; and

WHEREAS, Section IV(C)(2) of the District Annexation Policy provides that a reduction of District water usage by retrofitting will be considered as an approved water supply for the property to be annexed; and

WHEREAS, the District Board of Directors desires to establish guidelines to provide for the orderly retrofitting of residences and other buildings within the District.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Nipomo Community Services District as follows:

1. Only one developer at a time shall be allowed to implement a Retrofit Program within the District boundaries.
2. The priority of implement Retrofit Programs will be first-come/first-serve, based on the date Applicant enters into a Retrofit Agreement as provided in Section 3, below.
3. As a condition to implementing a Retrofit program, Applicant shall enter into a Retrofit Agreement that will include the following provisions:
 - (a) A deposit for District services and administrative costs in administering the Retrofit Program.
 - (b) A time schedule for implementing and completing the Retrofit Program as follows:
 - (c) A minimum of 40 units per week shall be completed.
 - (d) The District reserves the right to adjust a schedule as it sees fit.
4. Applicants who fail to meet the guidelines established in the Retrofit Agreement shall lose their priority and will be required to enter into a new Retrofit Agreement.
5. Only fixtures approved by the General Manager shall be used in implementing the Retrofit Program.

Upon motion of Director _____, seconded by Director _____ on the following roll call vote, to wit:

AYES: Directors
NOES:
ABSENT:
ABSTAIN:

the foregoing resolution is hereby passed and adopted this 7th day of July, 1999.

Robert L. Blair
President of the Board

ATTEST:

APPROVED:

DONNA K. JOHNSON
Secretary to the Board

JON S. SEITZ
District Legal Counsel

**RETROFIT AGREEMENT
BETWEEN THE NIPOMO COMMUNITY SERVICE DISTRICT
AND**

This Agreement is made this _____ day of _____, _____, by and between the Nipomo Community Services District (hereinafter referred to as "District") and _____ (hereinafter referred to as "Applicant" with reference to the following recitals:

RECITALS

A. On or about _____ Applicant has either entered into an Annexation Agreement or an Outside Service Agreement with the District that requires Applicant to provide retrofitting as a condition to District providing water services to Applicant's property.

B. District has adopted Resolution No. 99- _____ requiring Applicant to execute a Retrofit Agreement as a condition to implementing a Retrofit Program in satisfaction of the Agreement referenced in Recital A, above.

NOW THEREFORE, the parties mutually agree as follows:

1. Deposit for District Services. At the time of executing this Agreement Applicant shall advance to District an amount equal to \$500.00 plus \$2.00/unit to be retrofitted, for a total amount of \$_____ for legal and administrative services performed by District in connection with Applicant's Retrofit Program.
2. Term of Agreement. Applicant must implement the Retrofit Program within _____ days of District's Notice to Proceed, and must complete the Retrofit Program no later than _____.
3. Approved Fixtures. Applicant shall follow the Retrofit Policy and only use fixtures approved by the District General Manager.
4. Failure to Meet guidelines. Applicants who fail to meet the guidelines established in paragraphs 1-3, above, will lose their priority and will be required to execute a new Retrofit Agreement as a condition to District providing services.
5. Incorporation. The terms and conditions of Resolution No. _____ and the Agreement referenced in Recital A, above, are incorporated herein and made a part of this Agreement by reference.

RETROFIT AGREEMENT
BETWEEN THE NIPOMO COMMUNITY SERVICE DISTRICT
AND

6. Assignment. The provisions of this Agreement shall apply to and bind the successors, grantees, and assigns of the respective parties, but no assignment or transfer of this Agreement, or any part hereof, or interest herein by the Applicant shall be valid until and unless approved by the District in writing.
7. Agreement. This Agreement is in addition to, and does not supersede, any other agreement or agreements entered into by and between the parties hereto.
8. Severability. If any provision or condition of this Agreement is held by a court of competent jurisdiction to be either invalid, void, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect unimpaired by the court ruling.
9. Recitals. The recitals A and B of this Agreement are incorporated herein by this reference and made a part hereof.
10. Authority to Execute Agreement. The parties hereby represent that the parties executing this agreement are expressly authorized to do so for and on behalf of the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

AGREED:

Date: _____ 1999

Applicant

APPROVED AND ACCEPTED BY THE NIPOMO COMMUNITY SERVICES DISTRICT BY RESOLUTION ADOPTED ON _____, _____, 1999.

ROBERT L. BLAIR, President
Board of Directors, Nipomo
Community Services District

ATTESTED:

APPROVED AS TO FORM:

DONNA JOHNSON
Secretary to the Board

JON S. SEITZ
General Counsel

Agreements\Retrofit agreement

NIPOMO COMMUNITY SERVICES DISTRICT

**148 SOUTH WILSON STREET
POST OFFICE BOX 326 NIPOMO, CA 93444-0326
(805) 929-1133 FAX (805) 929-1932**

RETROFIT POLICY

RETROFIT DEFINED

A single retrofit is defined as replacing all of the toilets, showerheads, and faucet aerators at an existing residence or unit with water conservation devices. To construct one new residence, retrofitting of eight (8) single family residences (or equivalent) is required. When replacing a toilet, the original toilet must be one that uses 3.5 gallons or more of water per flush. The replacement must be an approved water conservation toilet using 1.6 gallons or less per flush. When replacing showerheads, the replacement fixture must be one that uses 2.5 gallons per minute or less when measured at 80 psi. When replacing faucet aerators, the replacement fixture must be one which uses 2.5 gallons or less when measured at 80 psi. A retrofit must include the installation of a pressure reducing device (if one is not already installed) if the pressure is in excess of 60psi. The new or existing pressure reducing valve must be adjusted not to exceed 60 psi.

The homeowner or the owner of the site being retrofitted may choose any appropriate color and/or brand desired upon agreement with the person conducting the retrofitting.

Plumbing retrofits shall be conducted so that the entire residence or commercial structure shall be brought up to the standard required.

Plumbing retrofits shall be conducted by a licensed, bonded and insured contractor. The District's General Manager may require the plumber to put a bond or cash deposit on file with the District

The plumbing contractor shall be responsible for disposal of the old toilet(s) and the replacement of the toilet seat(s) if required by the homeowner. All refuse and discarded materials generated by the retrofit shall be removed from the premises on the same day that the work is performed. All additional repairs to make the retrofit in the bathroom as well as repairs for damage shall be at the plumber's expense.

A written certification of completion of the retrofit must be signed by the homeowner and plumber and submitted to the District.

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JULY 7, 1999

INTENT TO SERVE - TRACT 2347
(BOYSEN)

The District has received a request from Peter Simmons of Urban Planning Concepts (UPC) requesting an Intent-to-Serve Letter for Tract 2347, a 13-lot subdivision between Tefft and Cyclone Streets. The attached tract map shows the proposed subdivision. It is recommended that an Intent-to-Serve Letter for Tract 2347 be approved with the following conditions to be met prior to the issuance of a Final Will-Serve Letter and acceptance by the District:

1. Enter into a Plan, Check and Inspection Agreement and pay the appropriate fees.
2. Submit Improvement Plans to the District for approval showing appropriate looping and be prepared in accordance with the District Standards and Specifications.
3. The Developer enter into a retrofit agreement and complete the retrofitting of 104 homes which is part of the annexation agreement to create sufficient water supply for this tract prior to the District approving the Improvement Plans.
4. Pay all appropriate District water, sewer and other fees that may be associated with this development.
5. Place a 3/4" conduit between the meter and the phone jack on the house for future automatic meter reading.
6. The Will-Serve Letter will be issued after additional well production is on line.
7. Submit the following:
 - a. Reproducible As-Builts
 - b. Offer of Dedication
 - c. Engineer's Certificate
 - d. Summary of costs of water and sewer improvements
8. This Intent-to-Serve Letter will expire two years from date of issuance.

A motion would be in order to approve the Intent-to-Serve Letter for Tract 2347 with the above conditions.

Board 99\tract 2347

May 20, 1999

Nipomo Community Services District
P.O. Box 326
Nipomo, CA. 93444-0326
ATTN.: Mr. Doug Jones

Re: Vista Verde Estates
APN 092-123-001 *TRACT No 2347*

Dear Mr. Jones,

This is a request for an "Intent to Serve" letter for the enclosed Tentative Tract Map. The map is in the process of being submitted to the County of San Luis Obispo. The County requires that letters from the various utility companies be submitted to them stating that service to this property is available. We would also request a list of homes/properties that still need to be retrofitted per the plumbing retrofit water conservation program. We understand that we will be responsible for the retrofit of 104 homes prior to the issuance of the "Can & Will Serve" letter, but we can proceed with the processing of the Tract Map with the "Intent to Serve" letter.

The Vista Verde Estates will consist of the development of 4.54 acres into a 13 single-family residential subdivision. The lots will range in size from 10,049 s.f. to 15,516 s.f.. Access to the site will come from the future construction of Tejas Place and Ida Place. The project site fronts along Tefft St. but will only be given pedestrian access.

I have enclosed a copy of the Tentative Tract Map and Preliminary Grading Plan for your review. Therefore, if you can provide service, please send a "Can & Will Serve" letter to the address is as follows:

Urban Planning Concepts, Inc.
2450 Professional Pkwy., Ste. 210
Santa Maria, CA. 93455
ATTN.: Mr. Peter Simmons

I appreciate your time and effort in this project and look forward to working with you on this project. If you have any questions, please do not hesitate to call me at 934-5760.

Sincerely,



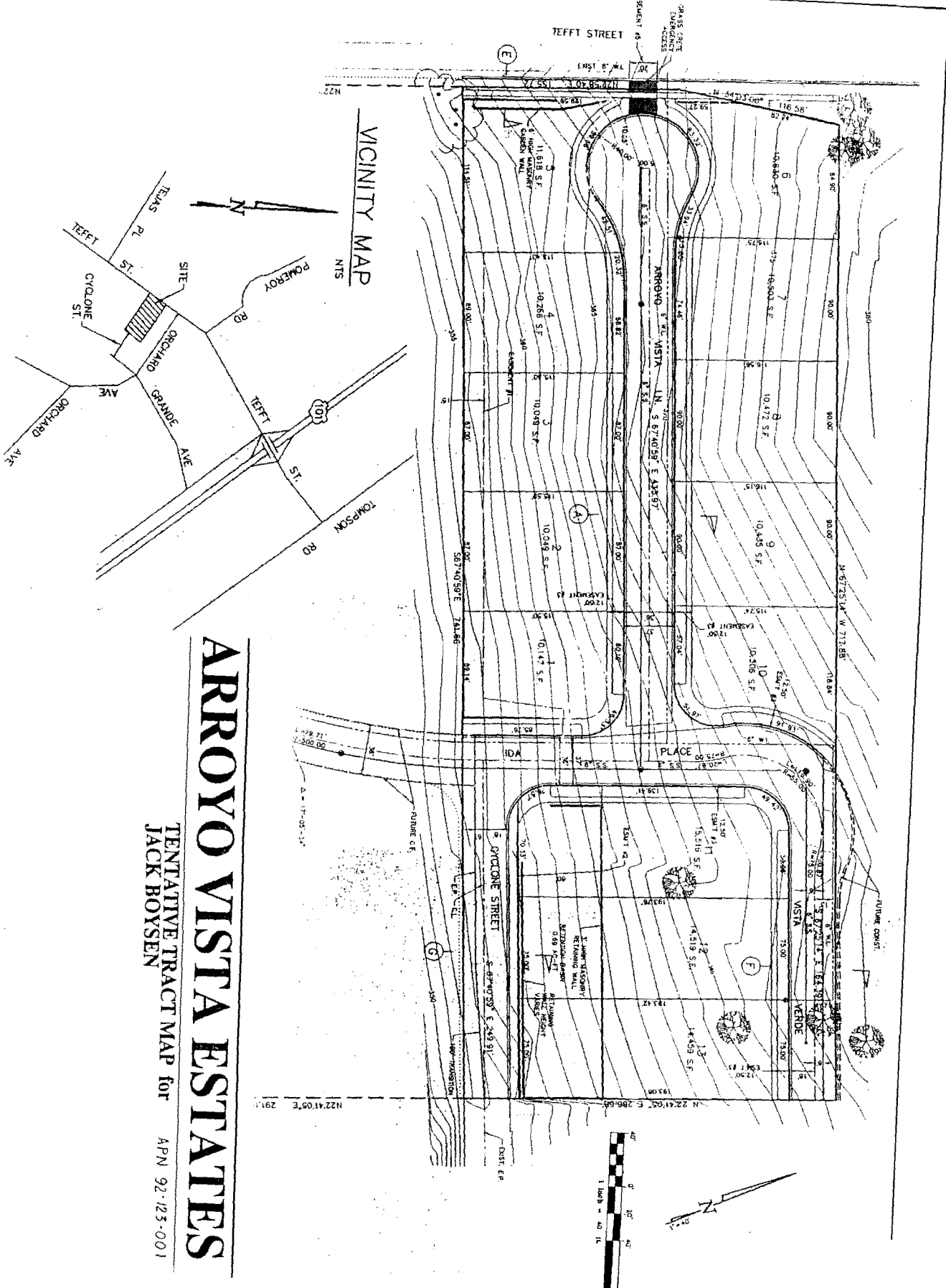
Peter M. Simmons
Assistant Planner

Enclosed: One (1) copy of Tentative Tract Map & Prerliminary Grading Plan

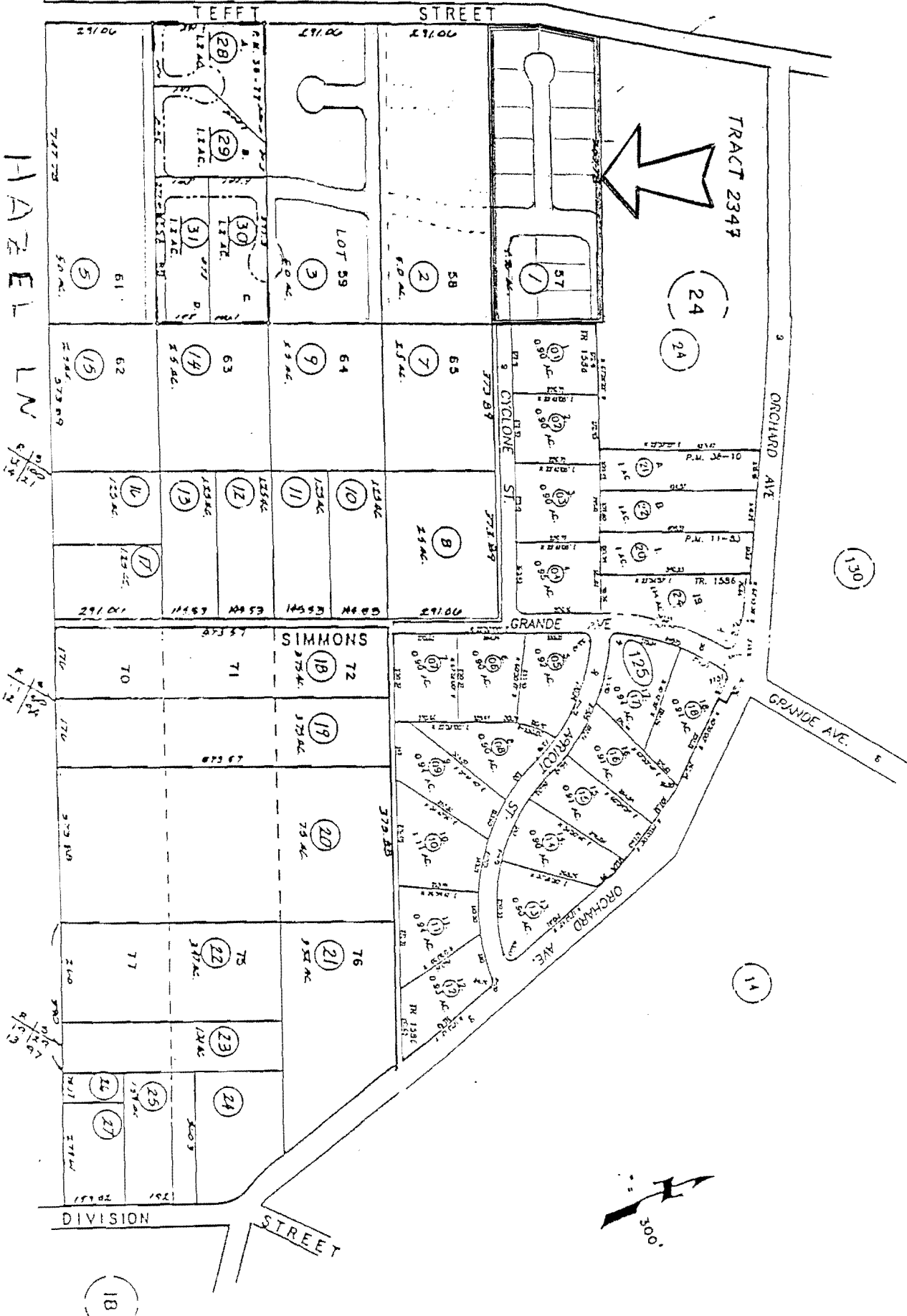
RECEIVED

MAY 21 1999

NIPOMO COMMUNITY
SERVICES DISTRICT



ARROYO VISTA ESTATES
 TENTATIVE TRACT MAP FOR
 JACK BOYSEN
 APN 92-123-001



R.M. BL. 1, P. 23-----DIVISION 'B' CALIMEX PLANTATION CO'S NIPOMO TRACT

NIPOMO COMMUNITY SERVICES DISTRICT

MINUTES

JUNE 16 1999 7:00 P.M.
BOARD ROOM 148 S. WILSON STREET NIPOMO, CA

BOARD MEMBERS

ROBERT BLAIR, **PRESIDENT**
GENE KAYE, **VICE PRESIDENT**
AL SIMON, **DIRECTOR**
RICHARD MOBRAATEN, **DIRECTOR**
ALEX MENDOZA, **DIRECTOR**

STAFF

DOUGLAS JONES, **GENERAL MANAGER**
DONNA JOHNSON, **SECRETARY TO THE BOARD**
JON SEITZ, **GENERAL COUNSEL**

CALL TO ORDER AND FLAG SALUTE

In President Blair's absence, Vice President Kaye called the meeting to order at 7:00 p.m. and led the flag salute.

1. ROLL CALL

At Roll Call, the following Board members were present.

Directors Kaye, Mendoza, Mobraaten and Simon. President Blair was absent.

PUBLIC COMMENTS PERIOD

2. PUBLIC COMMENTS

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction, provided the matter is not on the Board's agenda, or pending before the Board. Presentations are limited to three (3) minutes or otherwise at the discretion of the Chair.

Vice President Kaye asked for Public Comment

Donna Melschau wished to thank the Board for its support and especially Mr. Mendoza and Mr. Mobraaten for participating in the meetings for the school. The committee is leaving all options open.

BOARD ADMINISTRATION (The following may be discussed and action may be taken by the Board.)

3. OLDE TOWN PRESENTATION - PROPOSED PARK

Review park proposal and installation of a fence around pump station

Mr. Jones explained the concept for a proposed park and a request from the Olde Towne Association for a fence to be constructed around the Tefft St. lift station.

Beverly Chapman of the Olde Towne Nipomo Association spoke to the Board about the plans for the proposed park and asked the Board for its support in the project. She provided the Board with minutes from the June 3, 1999 Planning Meeting.

The Board asked questions.

During this agenda item, the following member of the public spoke: Barbara Papageorge, 1665 La Cumbre Lane, Nipomo - asked for Board participation.

Gus Vanderstad, Nipomo - supports the park idea.

Upon motion of Director Simon and seconded by Director Mobraaten, the Board decided to table this item until additional conceptual plans are developed. Vote 4-0

MINUTES SUBJECT TO BOARD APPROVAL

4. STREET LIGHTING - TRACT 2304 (WITTSTROM)

Create a Street Lighting Improvement District for Tract 2304

Mr. Jones explained that Mr. Wittstrom, developer of Tract 2304, was asked by the District to install street lights in his tract.

During this agenda item, the following member of the public spoke: Barbara Papageorge, 1665 La Cumbre Lane, Nipomo - asked how a street lighting district can be formed. Staff answered

Upon motion of Director Simon and seconded by Director Mendoza, the Board unanimously approved Resolution 99-701 and set a Public Hearing for August 4, 1999. Vote 4-0

**RESOLUTION NO. 99-701
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
INITIATING PROCEEDINGS
STREET LIGHTING IMPROVEMENT DISTRICT NO. 1**

5. RETRO-FIT POLICY

General discussion with staff on establishing policy

Mr. Jones explained that the Board has established a policy that any new annexation or services outside the District boundary have an established water supply sufficient for the proposed development. One method is through retrofitting older plumbing fixture units. An agreement needs to be developed to reflect a policy concerning retrofit.

Mr. Bob Newdoll, developer for two tracts outside the District, would like to know if he would be in line for the retrofits. There were no other public comments.

Jon Seitz, District legal counsel, had several suggestions for the agreement. Upon motion of Director Simon and seconded by Director Mendoza, the Board directed staff to develop a Retro-fit Agreement and bring it back to the next meeting.

6. PAYMENT OF DISTRICT CAPACITY FEES

Approve a methodology of securing Capacity Fees payments for subdivisions

Mr. Jones described the present District policy for paying Water and Sewer Capacity Fees prior to issuance of a Will-Serve Letter (Code Section 3.04.05[D]). Some developers have asked that payment of fees be paid through an escrow account.

Mr. Bill Kengel, developer for Tract 1658, asked the Board for assistance for payment of the fees. There were no other public comments.

Upon motion of Director Mobraaten and seconded by Director Mendoza, the Board unanimously approved Resolution 99-702 as amended in Item 2 a (a base) & b (a bank or other securities and Item 3 (Letter of Credit or other securities).

**RESOLUTION NO. 99-702
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NIPOMO COMMUNITY SERVICES DISTRICT
SECURING PAYMENT OF DISTRICT CONNECTION FEES**

MINUTES SUBJECT TO BOARD APPROVAL

7. DISTRICT INSURANCE COVERAGE

Review two proposals for insurance coverage

Mr. Jones explained that quotes from SDRMA and Coregis were about \$539.00 apart with a Y2K exclusion with SDRMA. Jon Seitz, District Legal counsel, explained further. There were no public comments. After some discussion by the Board, Director Simon made the motion to accept the quote from SDRMA. Director Mendoza seconded the motion. All Board members were in favor. Vote 4-0.

8. **CONSENT AGENDA** *The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item be removed. If discussion is desired, the item will be removed from the consent agenda and will be considered separately. Questions or clarification may be made by the Board members without removal from the Consent Agenda. The recommendations for each item are noted in parenthesis.*

a) BOARD MEETING MINUTES (APPROVE)

Approval of minutes of the June 2, 1999 Regular Board meeting.

There were no public comments.

Upon motion of Director Mendoza and seconded by Director Kaye, the Board unanimously approved the item on the Consent Agenda. Vote 4-0

FINANCIAL REPORT

9. APPROVAL OF WARRANTS

Upon motion of Director Kaye and seconded by Director Mobraaten, the Board unanimously approved the Warrants presented at the June 16, 1999 Regular meeting.

OTHER BUSINESS

10. MANAGER'S REPORT

Mr. Jones presented information on the following:

1. Article on water banking
2. Legislative update
3. There have been surges of water in the Summit Station area. After some investigation, the cause is still unknown. There will be more investigation tomorrow.

11. DIRECTORS COMMENTS

District Legal Counsel, Jon Seitz, announced the need to go into Closed Session to discuss the following items:

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL (a) and (b) GC§54956.8

a. NCSD vs. Shell Oil, et. al. Case No. CV 077387

b. Real Property Negotiations, Dist. Rep. Gen. Mgr., Prop rep. Dana Estates, acquisition of tank site easement at Dana-Foothill Rd & Tefft Street

The Board came back into open session and had no reportable action.

ADJOURN

Vice President Kaye adjourned the meeting at 8:54 p.m.

MINUTES SUBJECT TO BOARD APPROVAL

JUL 07 1999

TO: BOARD OF DIRECTORS
FROM: DOUG JONES
DATE: JULY 7, 1999

MANAGER'S REPORT

1. SLO-CSDA MEETING
The local chapter of CSDA is having a reception on Friday, July 23, 1999 in Templeton. The attached flyer is for your information. If any Board members wish to attend, please let staff know so that we may have a head count.

2. CSDA BOARD OF DIRECTORS ELECTION
If any member of the Board wishes to consider running for election to the Board of CSDA, he may do so by filling out the appropriate application.

3. SDRMA BOARD ELECTIONS
The enclosed material is for the Board's review, if any of the Board members are interested in running for this office.

C:\W:\Bd99\mgr070799.DOC

SAN LUIS OBISPO COUNTY CHAPTER
CALIFORNIA SPECIAL DISTRICTS
ASSOCIATION

3RD ANNUAL CSDA RECEPTION
On Friday, July 23, 1999
6:00 p.m. to 8:00 p.m.

The San Luis Obispo Chapter of the California Special Districts Association will be hosting our third annual reception and silent auction on Friday, July 23, 1999 at the Templeton Community Center/Women's Club, 601 Main Street, Templeton.


Invited guests include: Congresswoman Lois Capps, Senator Jack O'Connell, Assemblyman Abel Maldonado, 2nd District Supervisor Shirley Bianchi and 4th District Supervisor Khatchick "Katcho" Achadjian.

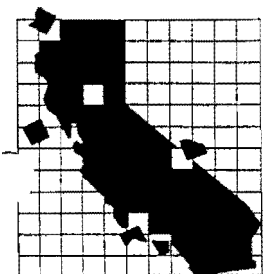
A social hour will get underway at 6:00 p.m. that will be followed by a short presentation at 7:00 p.m. on the 1999 legislative session and related matters.

All special districts in the County are encouraged to send representatives to the reception. Remember that this is your opportunity to meet and network with our legislators.

Please let my staff know how many people from your district will be attending so we may plan accordingly. If you have any questions regarding the program, please do not hesitate to contact me at my office at (805) 434-4900.

Hook forward to seeing you there.


William G. Van Orden,
SLO-Chapter of CSDA President



California Special Districts Association BOARD OF DIRECTORS

ELECTION 1999

INFORMATION AND PROCEDURES

The California Special Districts Association's (CSDA) Board of Directors is the governing body responsible for all policy decisions effecting CSDA's member services and legislative program. Its functions are crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Serving on the Board requires one's interest in the issues confronting special districts statewide. In addition, it means traveling to Board meetings, usually 6 per year in various locations around the State. CSDA reimburses Board members for travel and accommodations associated with attendance at CSDA Board and committee meetings.

The Board's most important function is directing CSDA's government affairs program in Sacramento. Board members are intimately involved in the formulation of, and response to, legislation designed to improve the operation of special districts, and they are responsible for determining CSDA's position on the dozens of measures introduced each year impacting districts.

Election Rules

Each of CSDA's six (6) regional divisions has three seats on the Board. The accompanying chart indicates which seats are up for election in 1999. Candidates must be affiliated with a member district located within the geographic region that they seek to represent. Currently, Directors are nominated and elected by region by regular members attending the Annual Meeting held during the Annual Conference (September 22-24, 1999 at the Bahia Resort Hotel in San Diego). The officers of the Board of Directors are elected from the Board membership.

Directors elected from the six (6) regions will hold staggered, three (3) year terms. Individuals elected to fill unexpired terms will be up for reelection when original seat term expires.

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
BOARD OF DIRECTORS**

NOMINATING FORM

Name of candidate _____

District: _____

Region: _____

Address: _____

Telephone: _____

Fax: _____

Nominated by (optional): _____

Return this form and a Board resolution supporting the candidate to:

CSDA
Attn: Catherine Smith
1121 L Street, Suite 508
Sacramento, CA 95814
(916) 442-7887
(916) 442-7889 fax

CSDA COUNTY DIVISION BY REGION

Region 1

Del Norte
Siskiyou
Modoc
Humboldt
Trinity
Shasta
Lassen
Tehama
Plumas

Region 2

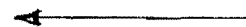
Glenn
Butte
Sierra
Colusa
Sutter
Yuba
Nevada
Yolo
Sacramento
Placer
El Dorado
San Joaquin
Amador
Calaveras
Alpine
Stanislaus
Tuolumne
Mono

Region 3

Mendocino
Sonoma
Lake
Napa
Marin
Solano
San Francisco
Contra Costa
San Mateo
Alameda
Santa Cruz
Santa Clara
Monterey
San Benito

Region 4

Merced
Mariposa
Madera
Fresno
Kings
Tulare
Inyo
San Luis Obispo
Kern



Region 5

Santa Barbara
Ventura
Los Angeles
San Bernardino

Region 6

Orange
Riverside
San Diego
Imperial



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1481 River Park Drive, Suite 110
Sacramento, CA 9515-4501

Board of Directors

(President)
Ken Sonksen
Sanger-Del Rey CD
10575 East Butler
Sanger, CA 93657
(209) 875-7222

(Vice President)
Earl F. Sayre
Trinity County WD #1
P.O. Box 1152
Hayfork, CA 96041
(916) 628-5512

(Secretary)
Joseph C. Martin
Rossmoor/Los Alamitos
Area Sewer District
3092 Inverness Drive
Los Alamitos, CA 90702
(562) 596-6064

Carol E. Bartels
Riverside-Corona RCD
P.O. Box 1213
Riverside, CA 92502
(909) 683-7500

David Aranda
Stallion Springs CSD
28500 Stallion Springs Dr.
Tehachapi, CA 93561
(661) 822-3268

John Yeakley
Bear Valley CSD
28999 Lower Valley Road
Tehachapi, CA 93561
(661) 821-4428

Executive Director/
Risk Manager
James W. Towns, ARM

June 22, 1999

The Annual Meeting of the Special District Risk Management Authority will be **held on Wednesday, October 20, 1999 at the Radisson Hotel, in Sacramento.** The scheduled time is 8:30 a.m. to 9:30 a.m. The meeting will be held in conjunction with our Education Day/Safety Claims Workshop. One of the primary purposes of this meeting is the election of SDRMA's Board of Directors.

PLEASE NOTE THIS IS A CHANGE FROM PRIOR YEARS. Our Annual meetings/elections have been held in conjunction with CSDA's Annual Conference. This year we will not be holding our Annual Meeting at CSDA's conference. The decision to change locations was based, in part, because more of our members attend our workshops rather than CSDA's conference. Our Board is hopeful this new format will improve the election process.

At this meeting, there will be an **election for three (3) seats** on the Board. SDRMA has a six member Board of Directors. Five (5) directors are elected at large by SDRMA member districts/agencies. One (1) Director is appointed by CSDA's Board of Directors. The director terms are four (4) years. **Enclosed is information about the nomination and election process. There have been changes in the election process, please read this information carefully.**

If you have any questions, please call Jim Towns, Chief Executive Officer at the phone numbers listed below.

RECEIVED

JUN 24 1999

In California: TOLL FREE NUMBER: (800) 537-7790 Elsewhere: (916) 641-2773

FAX: (916) 641-2776

Copy of document found at www.NoNewWipTax.com

NIPCO'S COMMUNITY
SERVICES DISTRICT



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Policy No. 99-01

A POLICY OF THE BOARD OF DIRECTORS OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING PROCEDURE GUIDELINES FOR DIRECTOR ELECTIONS

WHEREAS, the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, it is the goal of the Board to operate in an efficient and business like manner; and

WHEREAS, the election of Board Members is important for SDRMA members and in helping the Authority meet its mission on behalf of its members; and

WHEREAS, establishing policy guidelines for the Director elections will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election process, and will help ensure election of the most qualified candidate(s);

NOW, THEREFORE, it is the policy of the Board of Directors of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that:

1.0 Member Notification of Election:

- 1.1 Authority staff shall provide written notification of an upcoming election for Board Members to all member agencies 120 days prior to the election. Such notification shall include: Time, date and location of the election, numbers of director seats up for election, and a copy of this election policy.

- 4.3 Candidates are invited to make an oral presentation to the attendees at the Annual Meeting, just before the election is conducted.
- 4.4 Staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises. SDRMA staff may provide information that is normally available through the Public Records Act to candidates to assist them in their research and campaigning,

5.0 Balloting:

- 5.1 The election will be conducted by ballots distributed to members at the Annual Meeting. Only one ballot per district/agency present will be distributed.
- 5.2 Any District staff member or District representative present at the election may vote. It is the responsibility of the district/agency to select which one staff member or district representative will cast their vote.
- 5.3 The ballots will be counted immediately after the conclusion of the voting process by the Authority's General Counsel and Broker Representative. Candidates receiving pluralities are declared the winners.

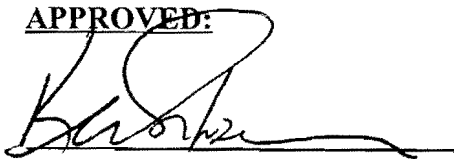
6.0 Location:

- 6.1 Elections will be held at an annual meeting in October at the Authority's Education Day/Safety Claims Workshop. Elections will alternate between Northern and Southern California.

Adopted this 25th day of March, 1999 by the Board of Directors of the Special District Risk Management Authority, at a regular meeting thereof.

This policy rescinds existing Policy No. 87-6.

APPROVED:



Kenneth A. Sonksen, President
Board of Directors

ATTEST:



James W. Towns, ARM
Chief Executive Officer

John Snyder
AGENDA ITEM



JUL 07 1999

WARRANTS JULY 7, 1999

HAND WRITTEN CHECKS

18149	John Madonna Const.	500.00
18150	SLO County Recorder	22.00
18153	R. Blair	100.00
18154	G. Kaye	100.00
18155	R. Mobraaten	100.00
18156	Al Simon	100.00
18157	Alex Mendoza	100.00
18158	Nipomo Garbage	54.75
18159	P E R S	3,061.69
18160	SDRMA	15,907.09

COMPUTER GENERATED CHECKS

11008	06/30/99	ADVANTAGE ANSWERING PLUS	\$103.95
11009	06/30/99	ALL PURE CHEMICAL CO	\$492.76
11010	06/30/99	COMMUNICATIONS SOLUTIONS	\$420.00
11011	06/30/99	DEPARTMENT OF GENERAL SERVICES	\$6.91
11012	06/30/99	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$134.40
11013	06/30/99	FED EX	\$31.00
11014	06/30/99	FIRST AMERICAN REAL ESTATE SOLUTIONS	\$201.65
11015	06/30/99	GTE CALIFORNIA	\$27.41
11016	06/30/99	GTE WIRELESS	\$20.99
11017	06/30/99	GREAT RATE PLUMBING	\$69.75
11018	06/30/99	GREAT WESTERN ALARM AND COMMUNICATIO	\$25.00
11019	06/30/99	JOHNSON, DONNA	\$53.07
11020	06/30/99	DOUG JONES	\$300.00
11021	06/30/99	MID STATE BANK-MASTERCARD	\$118.03
11022	06/30/99	NIPOMO REXALL DRUG	\$5.04
11023	06/30/99	PACIFIC BELL	\$194.22
11024	06/30/99	PERRY'S ELECTRIC MOTORS & CONTROLS	\$464.43
11025	06/30/99	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$1,878.80
11026	06/30/99	PETTY CASH-MIDSTATE BANK	\$165.00
11027	06/30/99	POSTMASTER	\$500.00
11028	06/30/99	PRECISION JANITORIAL SERVICE	\$135.00
11029	06/30/99	RICHARDS, WATSON & GERSHON	\$9,549.72
11030	06/30/99	SHIPSEY & SEITZ, INC.	\$5,408.00
11031	06/30/99	SOUTHERN CALIF GAS COMPANY	\$66.88
11032	06/30/99	STATE COMPENSATION INSURANCE FUND	\$2,110.81
11033	06/30/99	TIMES PRESS RECORDER	\$309.00
11034	06/30/99	TRI-COUNTIES TRAINING SEMINAR ASSOC.	\$50.00
11035	06/30/99	USA BLUE BOOK	\$377.38
11036	07/07/99	CHEVRON	\$497.13
11037	07/07/99	FGL ENVIRONMENTAL ANALYTICAL CHEMIST	\$247.80
11038	07/07/99	GILLESPIE LANDSCAPE	\$217.00
11039	07/07/99	INTERNAL REVENUE SERVICE CENTER	\$323.00
11040	07/07/99	McKESSON WATER PRODUCTS	\$27.40
11041	07/07/99	MISSION UNIFORM SERVICE	\$234.83
11042	07/07/99	NIPOMO ACE HARDWARE, INC.	\$60.59
11043	07/07/99	P G & E	\$28,184.48
11044	07/07/99	UNDERGROUND SERVICE ALERT	\$132.00

VOIDS

18151-52

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